

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Friday, October 25, 2013 1:17 PM  
**To:** Harrison, Carol  
**Subject:** RE: Purchase Card Log  
  
**Categories:** Record Saved - Shared, Blue Category

Carol,

The retention is 3 years, so everything earlier than 9/30/10 should be ok. I'll get you a destruction form for next week. Thanks!

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

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**From:** Harrison, Carol  
**Sent:** Friday, October 25, 2013 12:15 PM  
**To:** Aoyama, Joyce  
**Subject:** Purchase Card Log

Joyce, can I get rid of 2010 purchase card logs yet. Trying to clean up everything before I leave next week.

Thanks,  
Carol Harrison  
3-1526